Fortnightly timesheet

Both weeks on one page. Write the start and finish time for each day, take off unpaid breaks, and add up the hours. Hours worked = finish − start − unpaid break (in hours).

Employee _____ Approver _____ First day of the fortnight _____

Day	Date	Start	Finish	Unpaid break (min)	Hours worked	Notes
Wk 1 Mon						
Wk 1 Tue						
Wk 1 Wed						
Wk 1 Thu						
Wk 1 Fri						
Wk 1 Sat						
Wk 1 Sun						
Wk 2 Mon						
Wk 2 Tue						
Wk 2 Wed						
Wk 2 Thu						
Wk 2 Fri						
Wk 2 Sat						
Wk 2 Sun						

Week 1 hours: _____ Week 2 hours: _____ Fortnight hours: _____ Hours over the limit: _____

Employee signature and date _____ Approver signature and date _____

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